

Fauquier County Department of Community Development  
40 Culpeper St., 3rd Floor  
Warrenton, VA. 20186 (540) 347-8703  
[www.fauquiercounty.gov](http://www.fauquiercounty.gov)

**PRELIMINARY SUBDIVISION CHECKLIST** Page 1 of 3

*Please type or print legibly .*

REQUIREMENT	YES	NO	N/A - STATE REASON Use separate sheet if necessary
<b>DOCUMENTATION</b>			
1. Completed Land Development Application form with all property owners' original signatures.			
2. Fee check.			
3. Fifteen <b>folded</b> copies of blue or black line printed plats owners' original signatures and ten 11x17" reductions.			
4. Name and address of all surrounding property owners listed by Parcel Identification Number.			
5. If property is zoned RA or RC, a current letter from Zoning Office indicating subdivision potential.			
6. Preliminary soils report as required, see Section 9-5 (c) of Subdivision Ordinance.			
7. <b>Completed, signed Preliminary Subdivision Checklist.</b>			
<b>* PRELIMINARY SUBDIVISION PLAT REQUIREMENTS</b> See section 9-5 of Subdivision Ordinance for details.			
1. Drawn to scale not greater than 1" = 100' and the sheet size shall not exceed 24" x 36".			
2. Each sheet signed & sealed by professional engineer or land surveyor.			
3. Composite plan at a scale of not less than 1" = 300'.			
4. Title block with proposed name of subdivision.			
5. Name, address, and signature of the owner(s) of record, contract owner(s), the name of the subdivider and engineer or surveyor who prepared the plan.			
6. Name, address, and telephone number of the engineer or surveying firm that prepared the plan.			
7. Name of the holder(s) of any easements.			
8. Magisterial district.			
9. Date of Plan preparation.			
10. Sheet numbers, sheet index, and match lines and scale.			
11. The north point arrow.			
12. Boundary survey at 1/10,000 accuracy. All corners shall be identified.			
13. Vicinity map, with north arrow, scale, all adjoining roads, town/county boundaries and other landmarks within one mile radius.			
14. Topographic map with a contour interval of not greater than five feet compiled by either accepted field or photogrammatic methods and tied to U.S.G.S.			
15. The location, dimensions, width , and names of all existing or platted streets and alleys within or adjacent to the subdivision, easements, railroad right-of-way, and land lot lines, total acreage in each use, both proposed and existing, including utilities and water courses and their names. Also show any existing buildings within the proposed subdivision.			

# PRELIMINARY SUBDIVISION CHECKLIST Page 2 of 3

*Please type or print legibly .*

## \* PRELIMINARY SUBDIVISION PLAT REQUIREMENTS

See section 9-5 of Subdivision Ordinance

16. Location and number dimensions and area (square feet or acres) of proposed and existing lots and water bodies.			
17. All parcels of land intended to be redirected or reserved for public use with approximate areas (square feet or acreage) shown.			
18. Areas shown in the Comprehensive Plan as proposed sites for schools, parks, or other public uses which are located wholly or in part within the land being subdivided.			
19. Preliminary plans indicating the provision/layout for all utilities including but not limited to, water supply, sewage disposal, BMP's and stormwater management facilities.			
20. If subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts shall be placed on the plat.			
21. Zoning classifications and proposed use for the parcel(s) being subdivided.			
22. Total acreage of the parcel.			
23. Floodplain note to read "The subject property is located on FEMA Flood Insurance Rate Map, number 510055, Panel _____, dated _____. The property is located in Zone _____".			
24. Parcel Identification Number(s) of the property proposed for subdivision.			
25. Typical road sections and functional classification as approved by VDOT.			
26. Projected volume traffic.			
27. Existing and proposed water usage and anticipated sewage flows in gallons per day where applicable.			
28. Offsite drainage map from USGS quads at a scale of 1" = 2000' or less showing location of property and all drainage divides.			
29. Existing and proposed sanitary sewer, storm sewers, waterlines and fire hydrants.			
30. Location of any existing or proposed bridges. Location of any proposed water culverts, SWM and BMP facilities.			
31. Proposed areas of common and non-common open space and acreage.			
32. Note as to conditions and date of approval of rezoning or special exception and file number, if applicable.			
33. The site staked in a minimum 400 ft. grid pattern. The plan and field stakes will have a corresponding reference system. (Not required if 5-foot or smaller topographic map is used).			
34. The engineer/surveyor certification that the plat meets all applicable state and local surveying/platting standards as required.			
35. All proposed lot lines, showing dimensions; the total number of lots; the proposed block and lot numbers; and the area of each lot.			
36. Building setbacks lines, shown as dashed lines, with dimensions to each property line along each street and the length of the setback line within each lot.			

**PRELIMINARY SUBDIVISION CHECKLIST Page 3 of 3**

*Please type or print legibly .*

**\* ADDITIONAL INFORMATION TO ACCOMPANY PLATS**

See section 9-5 of Subdivision Ordinance

1. A signed statement by the owner authorizing appropriate county and state personnel, permission to enter the property for purposes of evaluating the subdivision proposal.			
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2. A drawing of the appropriate tax map scale on a sheet not larger than 24" by 36", containing the following information from the tax records:			
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a) Property lines			
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b) Adjoining property lines			
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c) Names and addresses of adjacent property owners			
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I hereby certify that the above stated information is included in the attached preliminary subdivision application and accompanying materials. Further, I have included on the plat any conditions required by proffers of an approved rezoning, or required by special exception or variance approval, special agreements or covenants.

\_\_\_\_\_  
Engineer or Surveyor's Signature

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

Application: \_\_\_\_\_ Accepted \_\_\_\_\_ Rejected

\_\_\_\_\_  
Development Technician

\_\_\_\_\_  
Date